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CHAIRMAN

KENNETH W. THORSON  
W.J. KUCHARSKI  
EX-OFFICIO MEMBERS



BRUCE W. HAYNES  
EXECUTIVE SECRETARY

ROBYN M. DE SOCIO  
ASSISTANT EXECUTIVE SECRETARY

## COMMONWEALTH OF VIRGINIA

### *Compensation Board*

P.O. Box 710  
Richmond, Virginia 23218-0710

**IMPORTANT NOTICE:** Compensation Board offices will be moving on Wednesday, October 26<sup>th</sup> beginning at 4:00 p.m. As a result of the move, staff will not be available for assistance after 4:00 p.m. on Wednesday. On Thursday, October 27<sup>th</sup>, staff will be working from several locations, and implementation of a new telephone system will be underway. We will appreciate your patience during our move to the new location, and will work to ensure that your needs are met during this time. The following information will assist you in contacting staff during the transition:

- Should you need to reset SNIP, LIDS or COIN passwords, or to reset Firewall Logons or SecurID Devices, please email [melanie.morrison@scb.virginia.gov](mailto:melanie.morrison@scb.virginia.gov) [<mailto:melanie.morrison@scb.virginia.gov>](mailto:melanie.morrison@scb.virginia.gov) or [dan.munson@scb.virginia.gov](mailto:dan.munson@scb.virginia.gov) [<mailto:dan.munson@scb.virginia.gov>](mailto:dan.munson@scb.virginia.gov).
  - With the implementation of a new phone system, all Compensation Board staff members will have their own direct lines. The new directory of telephone numbers is located on our website at <http://www.scb.virginia.gov/cbpersonnel/directory.cfm>. As an alternative, staff members can still be reached by dialing the agency's primary telephone number (804-786-0786) and dialing a new 5-digit extension number. The agency FAX number (804-371-0235) will remain the same.
  - Compensation Board staff can also be reached via email, and email addresses (**which have not changed**) are also available at the website directory linked above. If you cannot reach a Compensation Board staff member on Thursday or Friday, October 27<sup>th</sup> or 28<sup>th</sup>, and have an urgent need to speak with someone, we may be reached by pager at 804-750-6159. If paging is necessary, please remember to include the full 10-digit phone number for a return call.
  - The Compensation Board's new physical address, beginning Thursday, October 27<sup>th</sup>, will be:  
Compensation Board  
102 Governor Street, Suite 120  
Richmond, Virginia 23219
- Our new offices are located in the renovated "Finance Building" just south of the Governor's Mansion in Capitol Square. This address should be used for deliveries (UPS, FED EX, etc.).
- The Compensation Board's mailing address (U.S. Postal Service) will remain **unchanged** (Compensation Board, P.O. Box 710, Richmond, VA 23218-0710).

Thank you for your cooperation, and we look forward to seeing you at our new location in the future!